



## **AMERICAN CONSULATE, KOLKATA, INDIA**

VACANCY ANNOUNCEMENT NUMBER: **KOL-2013-03**

The U.S. Consulate in Kolkata is seeking an individual for the position of Media Secretary in the Public Affairs section.

**Applicants must apply on Form DS-0174 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form DS-0174, or without reference to a specific vacancy number will not be accepted. Only completed forms with supporting documentation will be accepted. (Refer to application procedure below)**

**Only applicants who are selected for the skills test/interview will be contacted.**

**OPEN TO:** All Interested Candidates

**POSITION:** Secretary, FSN-120-06, CLA-702005  
(Personal Services Agreement)

**OPENING DATE:** March 13, 2013

**CLOSING DATE:** March 26, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** **Not Ordinarily Resident:** Grade: FP-08\*  
**Ordinarily Resident:** Grade: FSN-6\*

\*Starting salary will be determined on the basis of qualifications and experience and/or salary history.

### **DEFINITIONS**

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; **and**,
- EFM (see above) at least 18 years old; **and**,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; **and either:**
- Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; **or**
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Is listed on the travel orders or approved *Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan: **and**
- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; **and**,
- Not on the travel orders of the sponsoring employee; **and**,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**NOTE: FOREIGN NATIONAL APPLICANTS (OR) MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.**

**FUNCTION OF POSITION**

As the Media Secretary s/he would provide logistical support to the Media/Press section (knowledge, office management and representation) and administrative support to the Information Specialist and Public Affairs Officer.

**Knowledge Management**

Receive and control incoming/outgoing correspondence/communications for the section including drafting of Media Advisories and Press Releases for supervisor clearance. Maintain good contacts with local media in the Consular District. Update Mission Activity Tracker (MAT) for Media Section programs & activities. Maintain section's centralized electronic and paper files, including Chron/Subject, correspondence, and biographic files. Maintain electronic media contact database, calendar and correspondence templates. Retire and dispose files according to Department guidelines.

**Office Management**

Submit procurement and supply requests and work orders for the section. Manage section's cupboard stock of expendable items. Liaise with GSO and Information Management staff to ensure that shared electronic devices (copier, printer, fax) are maintained in working order. Track PAO's social/cultural invitations with inputs from relevant PAS sections like Programs, Library & Media.

### **Travel and Visitors**

Plan out-of-station travel for Media/Press staff based on PAS strategies. Plan media outreach programs and representative events during such trips under the supervision of the Regional Media Advisor. Serve as primary section contact for logistics for visitors - respond to country clearance requests and facilitate lodging and transportation arrangements.

### **Representation**

Manage representational activities for the Press/media section including event planning, compiling guest lists, preparing/distributing invitations, assisting with catering arrangements, receiving guests and preparing representational vouchers.

### **Personal Assistant**

Schedule appointments, processes invitations, maintains calendar and drafts correspondence for Information Specialist (Regional Media Advisor). Performs other related duties as assigned by the Supervisor or his/her assignee.

## **QUALIFICATIONS REQUIRED**

1. Completion of University degree in Commerce/Humanities/Science/Media/PR or related fields is required.
2. One year experience working in a professional office setting with exposure to media/PR/political/NGO or other public/civil society related activities.
3. English Level IV (speaking/reading/writing), Bengali and Hindi Level III (speaking/reading/writing). **When applying for the position, please indicate your levels of proficiency in the languages).**
4. General knowledge of media, social, cultural worlds within the consular district; knowledge of local media houses, PR and event management companies and local cultural customs and practices. General office skills.
5. Ability to prioritize duties, meet deadlines and perform efficiently under stress. Interact and deal with high level Indian/American contacts with tact, poise and discretion. Level II typing. Proficient in computer usage and Microsoft Office suite (Word, Excel, Power Point and Outlook)

***A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.***

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested candidates for this position must submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available on website <http://kolkata.usconsulate.gov/jobopportunities.html> or
2. A current resume or curriculum vitae that provides the same information found on the UAE: **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application: **and**
5. Any other documentation (e.g., essays, educational and work experience certificates, awards, etc) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

American Consulate General  
Management/HR Office  
38A, Jawaharlal Nehru (Chowringhee) Road  
Kolkata 700 071

**Applications sent by post/courier will only be accepted from Monday thru Friday between 8:00 am and 5:00 pm, excepting holidays.**

Or

E-mail application form and attachments to: [HROKolkata@state.gov](mailto:HROKolkata@state.gov)

Please insert “**VA# 2013-03** (Vacancy Announcement Number) and **CLA-702005** (Position number) in the subject line of the e-mail. Applications without the Vacancy/Position Number or with incorrect numbers will not be accepted.

**POINT OF CONTACT**

Human Resources Office  
Telephone: 3984-2400  
Fax: 2282-2335

All applications for the Subject announcement must be received in the Human Resources Office by close of business on **March 26, 2013**.

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

**AN EQUAL OPPORTUNITY EMPLOYER**

The US Mission in Kolkata provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared: PAO: Jeffery K. Reneau

Approved: MO: Daley C. O'Neil